

DIRECTIVE 33.7 NON-SWORN TRAINING

Issue Date: 06/08/2020	By Order of Chief of Police
Rescinds: (Issue 05/08/2009) Pages: 2	CALEA Standards Referenced: 33.7.1 & 33.7.2

This directive consists of the following sections:

[33.7.1 Non-Sworn Orientation](#)

[33.7.2 Non-Sworn Pre-Service and In-Service Training](#)

POLICY AND PROCEDURE:

It is the policy of the Miami Township Police Department to provide civilian employees with pre-service and in-service training to meet the requirements of job responsibilities as identified by a job task analysis for their respective position classification. Training for civilians may include the legal, safety and coordinative responsibilities of the assignment, including dealing with the public. The training of employees who predominantly deal with citizens or personnel assigned to informational posts will stress not only the skills necessary to perform the technical aspects of their job, but also the importance of the link that they provide between the citizen and the department. This contact often shapes a citizen's opinion of the department. This training is designed to update skills and to increase knowledge for current, additional or new job responsibilities.

[33.7.1 Non-Sworn Orientation](#)

All newly appointed civilian personnel will be presented an orientation program introducing them to the department. The orientation program will include:

- The department's role, mission, goals, directives, policies and procedures.
- Working conditions, rules and regulations.
- Rights and responsibilities of civilian employees.

[33.7.2 Non-Sworn Pre-Service and In-Service Training](#)

Civilian positions within the department may require training on specific job tasks prior to assuming the job responsibility. This training may consist of any of the following:

- Formalized classroom instruction
- Reading or comprehension of material presented in the form of written material, manuals, audio or video tapes, or other types of media presented in an appropriate learning format.
- Familiarization with the Township area (Geography and Buildings).

- Specialized training conducted on or off the employer's premises.

The department may provide annual retraining for civilian personnel, which shall be designed to update skills and to increase knowledge of current of new job responsibilities.